

EMERGENCY PROCEDURES

INJURY EMERGENCIES

- Life threatening emergency? Call 911 from any telephone.
- A first aid kit and blanket are located in the kitchen.
- Report all injuries to refuge personnel.
- El Camino Hospital is the closest urgent care facility; number: (650) 940-7000 or (650)968-8111; address: 2500 Grant Road, Mountain View. We have a map and directions available in the office.

FIRE EMERGENCIES

- If you are inside the EEC: Quickly leave the building. In the event of heavy smoke, stay low to the ground.
- If you are outside the EEC: Stay there!
- Everyone must report to the center of the parking lot. Stand in the open area between the rows of vehicles.
- Take a head count to make sure everyone is accounted for.
- Refuge personnel will check on you and inform you when it is safe to leave the parking lot.

EARTHQUAKE EMERGENCIES

If you are inside the EEC:

- **"DUCK, COVER, AND HOLD!"** Get under a desk or table, or stand in a corner.
- Watch for falling objects and move away from windows.
- If in the tower, protect your face from falling glass.
- If in the auditorium, do not rush for the doors. Move away from display shelves containing objects that could fall. Move out from underneath the California Condor hanging from the ceiling in the auditorium.

If you are outside the EEC:

- Move to an open area away from trees, buildings, large signs, and power lines.
- "Duck and Cover" using your arms to protect your head.

After the Quake, everyone must report to the center of the parking lot. Stand in the open area between the rows of vehicles.

- Remain calm and be prepared for aftershocks.
- Check for injuries. Apply first aid.
- Do not move seriously injured individuals unless they are in immediate danger.
- Take a head count and make sure everyone is with the group.
- A staff person will check on you and will inform you when it is safe to leave the parking lot.

Note: In the event of a major earthquake that cuts off access to and from the refuge, a staff person will direct the group to the safest accessible area. Treated water is located in the auditorium closet and will be made available to the group.

EMERGENCY PROCEDURES CONTINUED

ACTIVITY LEADER
AND CHAPERONE
HANDOUT

CHLORINE SPILL EMERGENCIES

- The San Jose/ Santa Clara Water Pollution Control Plant (WPCP) uses chlorine to purify wastewater prior to it being released into the SF Bay. Due to the close proximity of the WPCP, the EEC has a Shelter in Place System for all visitors to stay on site safely until the spill is contained.
- If you hear an air raid siren please alert a staff member immediately. Wait for further instructions from the Refuge staff, or if you hear an announcement that says, "please report to the auditorium immediately", please make sure all teachers, parents and students leave all field trip equipment where it is being used, and report to the auditorium quickly and calmly. Refuge staff will give further instructions, you will either shelter in place, evacuate (if possible), or there will be an all clear and you can resume your activities.

ENVIRONMENTAL EDUCATION CENTER EMERGENCY PROCEDURES MAP

